



ANNOUNCEMENT FOR PROMOTIONAL TESTING ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Final Filing Date: September 19, 2008
Bulletin Release Date: September 5, 2008
Written Test Date: October 25, 2008

JY35 -5393 8H119



California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY: This is a promotional examination for the Department of Public Health. Competition is limited to employees who meet the minimum qualifications and have a permanent civil service appointment with the Department of Public Health. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations.

HOW TO APPLY: To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at <http://www.spb.ca.gov/jobs/stateapp.htm>. Applications may be filed in person or by mail with:

**DEPARTMENT OF PUBLIC HEALTH (916) 552-8350
SELECTION AND CERTIFICATION SECTION**

In Person: 1501 Capitol Avenue, Suite 71.1501

**By Mail: P.O. BOX 997378, MS 1700 – 1702
Sacramento, CA 95899-7378**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

FINAL FILING DATE: Applications (Form STD. 678) must be submitted by **September 19, 2008** the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing deadline will not be accepted.

SPECIAL TESTING INFORMATION: If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.

WRITTEN TEST DATE: October 25, 2008. Written tests will be scheduled in such locations throughout the State as the number of candidates and conditions warrant. It is the candidate's responsibility to contact the Department of Public Health three days prior to the written test date if he/she has not received his/her notice.

SALARY RANGES: \$4400 - \$5348 per month as of August 29, 2008

IDENTIFICATION REQUIREMENT: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITION DESCRIPTION: An Associate Governmental Program Analyst performs a wide variety of consultative and analytical staff service assignments such as program and planning; policy analysis and formulation; systems development; budgeting, planning, management, and personnel analysis; conducts and or/ reviews analytical studies and surveys; formulates procedures, policies and program

alternatives; makes recommendations on a broad spectrum of administrative and program related problems; reviews and analyzes proposed legislation and advises management on the impact or potential impact; participates on or acts as a team, conference or task force leaders on larger studies; coordinates the efforts of representatives of various governmental agencies; and represents the State of California or given department as assigned.

Positions exist with the Department of Public Health statewide.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by October 25, 2008, the written test date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **must** include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **must** include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable).
Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as either I, or II, or III, etc.

State experience applied toward the "General Experience" pattern must include at least one year in a class at a level of responsibility equivalent to that of the promotional class.

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other patterns to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit.

Education: The following education is required when general experience is used to qualify at any level: equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) **and**

Either I

Experience: One year of experience performing the duties of a Staff Services Analyst, Range C. **or**

Or II

Experience: Three years of professional analytical experience performing duties in one or a combination of the following or closely related areas: budgeting, management analysis, personnel, planning, program evaluation, or policy analysis.

Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.

(One year of graduate work in public or business administration, industrial relations, psychology, law, political science, or a related field may be substituted for six months of the required nonsupervisory experience.)

DEFINITION OF TERMS IN MINIMUM QUALIFICATIONS:

Education – "equivalent to graduation from college" means applicant must possess a Bachelor's degree or its equivalent from an accredited or approved four-year institution.

Experience – “**experience**” means work experience, which is equivalent to full-time (paid or volunteer). Part-time experience or work performed as part of another job must be pro-rated; “**performing the duties of**” (Pattern I) means the applicant must have been appointed to and performed the duties in the identified classification (or performed duties of an official Training & Development assignment in the identified class) for the specified amount of time; “**duties of a class at a level of responsibility equivalent to ...**” (Pattern II) means applicant must have state civil service experience of the type and length of time in a class at the same (or higher) level of responsibility as the class specified; “**professional analytical experience**” is defined as in addition to staff work, substantial responsibility for problem definition, development of a unique project plan, identification of alternative solutions, implementation of the desired course of action and monitoring the results; “**Staff work**” is defined as the accumulation of information or data according to generally established criteria from source documents or persons, restructuring or combining information into new information useful for decision making, writing narrative descriptions of the information, and applying the information to established criteria to develop recommendations or approve actions in accordance with established standards.

GENERAL QUALIFICATIONS: In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

EXAMINATION INFORMATION: The examination will consist of a written test weighted 100%. Candidates who meet the requirements for admittance to the examination (minimum qualifications) will be scheduled to take a written test. Competitors who do not appear for the written test will be disqualified and eliminated from the examination process.

The Department of Public Health reserves the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.

WRITTEN TEST SCOPE:

1. Written Communication
2. Arithmetic Calculations
3. Analyzing, Interpreting, and Applying Written Material
4. Situational Workplace Scenarios

ELIGIBLE LIST INFORMATION: Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. A departmental promotional list will be established for use by the department(s) listed on this announcement. The list will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

VETERANS PREFERENCE: Veterans preference credits are not granted in promotional examinations.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922
Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379